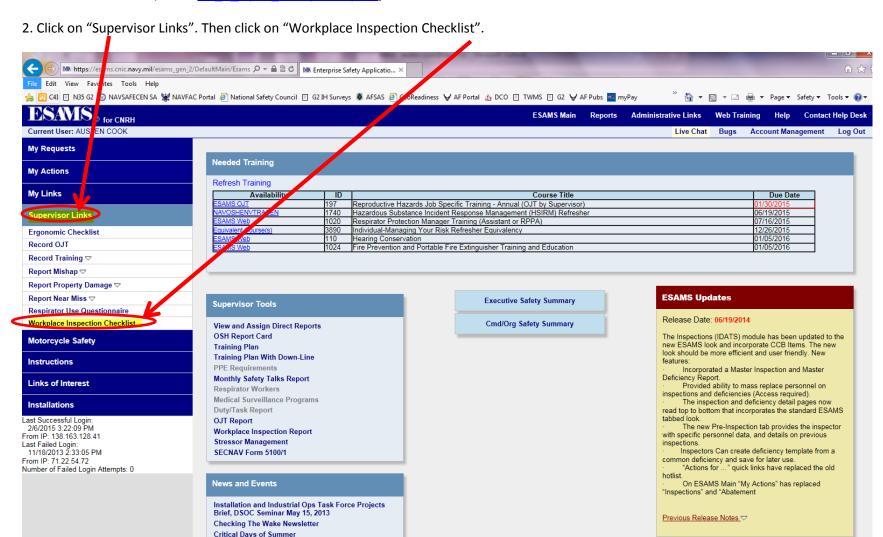
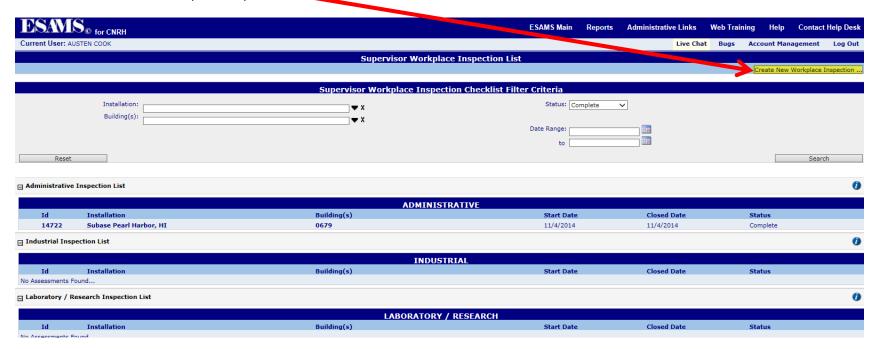
1. Go to https://esams.cnic.navy.mil/esams gen 2/loginesams.aspx Login with your CAC – if unable, please contact JBPHH Safety Dept. (phone 473-1169 or 473-1166; email cni h jbphh safety@navy.mil)



3. Click on "Create New Workplace Inspection"

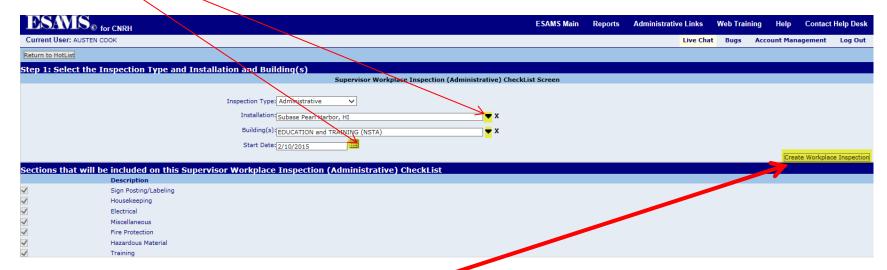


You can search for past Supervisor Workplace Inspections, using the "Installation" and "Building(s)" drop down menus (click on the upside down triangle to the right of the text box for a dropdown menu for each) and by "Date Range" (click on calendar icon to the right of the text boxes).

In ESAMS, whenever you see the upside down triangle symbol to the right of a text box, you can click on the symbol and ESAMS will bring up a drop down menu for further selection. You cannot type directly into the box.

Supervisor Workplace Inspections are listed by the building type: "Administrative", "Industrial" or "Laboratory/Research" based on the type of inspection selected (on the next page). This type will dictate the "Sections" available for the Checklist.

4. Then enter <u>Inspection Type</u> from the dropdown menu (based on your Building), ESAMS <u>Installation</u> (ask the JBPHH Safety Dept. if unsure) by clicking on the symbol – a dropdown menu will appear, your <u>Building</u> (click on symbol – a dropdown menu will appear), and <u>Start Date</u> (click on calendar symbol.)

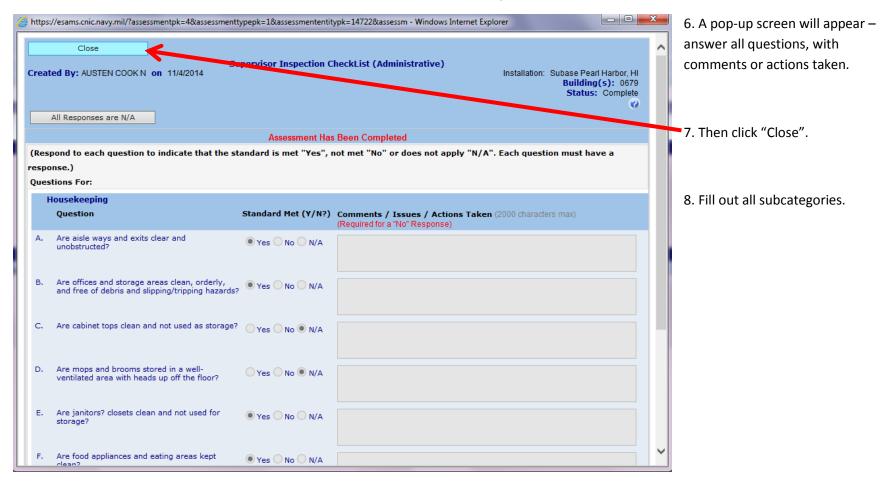


5. Then Click on "Create Workplace Inspection"

You will want to keep all of the "Sections" (see above) selected.

6. Then click on the titles or numbers (all individual numbers in each column are hyperlinked) and complete the Workplace Inspection, clicking on "Complete Checklist" when done. ESAMS Main Reports Administrative Links Web Training Current User: AUSTEN COOK Account Management Log Out Return To Hotlist Supervisor Inspection CheckList (Administrative) Assessment ID#: 14722 Command/Org: Subase Pearl Harbor, HI Created By: AUSTEN COOK N o 11/4/2014 Building(s): 0679 Start Date: 11/4/2014 **Current Status: Complete Upload Date** Size Attached Document/F No documents attached... Ouestions Yes Missing Comment Sign Posting/Labeling Housekeeping 11 Electrical Miscellaneous Fire Protection Hazardous Material Training Supervisor Workplace Inspection Checklist Validation Results Completed Notes Total # Questions: 52 This Supervisor Workplace Inspection CheckList's current status is Complete

Closed Date: 11/4/2014



Any Questions?

JBPHH Safety Dept. (phone 473-1169; email cni h jbphh safety@navy.mil)

1260 Pierce St, Suite 112

JBPHH, HI 96860

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